

## Logging into the NHAIS ILL System

*Each library configured to participate in the NHAIS ILL System has been assigned a set of login credentials and a unique URL for their library's access to the system.*

### Library-specific URLs

You should configure your bookmarks/favorites for your library staff to be the URL specific to your library because it will make it quicker and easier for you to log in to work in the system. The URL unique to each participating ILL library is structured like this:

**<https://nhais.agshareit.com/home?cid=nhais&lid=XXXXXX>**

To create your library's specific URL replace XXXXXX with the 6-digit library code assigned to you. Your library code is the .hsa code you have always used with NH in front of it.

For example, the URL for the Lilac Public Library (code=NHTLIL) is:

**<https://nhais.agshareit.com/home?cid=nhais&lid=NHTLIL>**

You can log into the system from **<https://nhais.agshareit.com>**, but you will need to select your library from a dropdown list of all participating ILL libraries each time you log in. When adding links from your library webpage to the new NHAIS ILL System you can use either the main URL listed above or your library-specific one. The main one will say "NHAIS ILL System" in the top left corner of the screen. The library-specific URL will display your library's ILL system name (Training-Newt School, for example).

### Login Credentials

Three usernames have been created for each library (your library's code replaces XXXXXX in each username):

- **XXXXXXill** – this allows access to all interlibrary loan functionality, but doesn't allow the user to modify NHU-PAC holdings for their library; you can download single MARC records with this username.
- **XXXXXXcat** – this allows access to all the holdings maintenance functionality, but doesn't include access to placing or managing interlibrary loan transactions.
- **XXXXXXall** – this allows access to all the interlibrary loan and holdings maintenance functionality in the system.

The starting passwords for all three usernames will be sent to each library director immediately before go-live or when a library completes post-go-live training to join the system. Libraries may use any or all of these usernames as they deem appropriate for their staffing.

Passwords in this system are set by the library the first time they log in and keeping them secure is the responsibility of each library director. **A password must be set for every username assigned to your library even if you don't plan to use it.** If your library needs a password reset the library director needs to contact the NHAIS Help Desk and during business hours this can be done immediately.

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